MASTER
NEGATIVE
NO. 95-82339-5

COPYRIGHT STATEMENT

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials including foreign works under certain conditions. In addition, the United States extends protection to foreign works by means of various international conventions, bilateral agreements, and proclamations.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The Columbia University Libraries reserve the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of the copyright law.

Author:
U.S. Interstate Commerce Commission
Title:
Regulations to govern the forms and recording of...
Place:
Washington, D.C.
Date:
1916

95-82339-5
MASTER NEGATIVE #

COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DIVISION

BIBLIOGRAPHIC MICROFORM TARGET

ORIGINAL MATERIAL AS FILMED - EXISTING BIBLIOGRAPHIC RECORD

Business
530.9
Un3

U.S. Interstate commerce commission.
Regulations to govern the forms and recording of passes prescribed by the Interstate commerce commission in accordance with section 20 of the act to regulate commerce. Issue of 1917, effective on January 1, 1917 ... Washington, Govt. print. off., 1916.
42 p. tables 22 cm.

Volume of pamphlets.
Bound with: U.S. Interstate commission. ...
Rules pertaining to operating statistics of large steam railways, 1919.

RESTRICTIONS ON USE:

TECHNICAL MICROFORM DATA

FILM SIZE: 35mm REDUCTION RATIO: 12X IMAGE PLACEMENT: IA (IIA) IB IIB

DATE FILMED: 1-31-95 INITIALS: PB

TRACKING # : MSH 03118

FILMED BY PRESERVATION RESOURCES, BETHLEHEM, PA.

2.0 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890

1.5 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890

PM-MGP 13″x18″
METRIC GENERAL PURPOSE TARGET
PHOTOGRAPHIC

00 mm

150 mm

100 mm

A5

A4

1.0 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890

1.5 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890

2.0 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

2.5 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

PRECISION℠ RESOLUTION TARGETS

Century

A&P

1303 Geneva Avenue
St. Paul, MN 55119

4.5 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz 1234567890

3.5 mm ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890

REGULATIONS

TO GOVERN THE

FORMS AND RECORDING OF PASSES

PRESCRIBED BY THE

INTERSTATE COMMERCE COMMISSION

IN ACCORDANCE WITH SECTION 20 OF THE ACT TO REGULATE COMMERCE

ISSUE OF 1917

Effective on January 1, 1917

(Superseding and canceling Regulations to Govern the Issuing and Recording of Passes of Steam Roads)

WASHINGTON
GOVERNMENT PRINTING OFFICE
1916

SCHOOL OF BUSINESS
COLUMBIA UNIVERSITY

no 8

REGULATIONS

TO GOVERN THE

FORMS AND RECORDING OF PASSES

PRESCRIBED BY THE

INTERSTATE COMMERCE COMMISSION

IN ACCORDANCE WITH SECTION 20 OF THE ACT TO REGULATE COMMERCE

ISSUE OF 1917

Effective on January 1, 1917

(Superseding and canceling Regulations to Govern the Issuing and Recording of Passes of Steam Roads)

WASHINGTON
GOVERNMENT PRINTING OFFICE
1916

THE INTERSTATE COMMERCE COMMISSION.

BALTHASAR H. MEYER.
JUDSON C. CLEMENTS.
EDGAR E. CLARK.
JAMES S. HARLAN.
CHARLES C. MCCHORD.
HENRY C. HALL.
WINTHROP M. DANIELS.
GEORGE B. MCGINTY, *Secretary.*

CONTENTS.

	Page.
Order of the Commission	5
REGULATIONS.	
Nonrevenue passenger service	7
General classes of passes	7
Officers issuing and requesting passes	8
Signatures of issuing officers	9
Pass stock	9
Numbering passes	9
Record of pass stock received and distributed	9
Preparation of passes	10
Requests for passes	12
Signatures on requests for passes	14
Signatures of users of passes	14
Telegraph passes	15
Tickets in lieu of passes	15
Record of free tickets issued	16
Free transportation without passes	16
United States Post Office Department commissions	16
Transportation of caretakers	17
Extension of time limit of passes	17
Records of passes issued	17
Records of requests on other carriers for passes	19
Joint passes	19
Filing passes	20
Reports of passes honored	20
Reports of passes honored—Carriers by rail	20
Reports of passes honored—Carriers by water	21
Reports of passes honored—Sleeping and parlor car accommodations	22
Carriers' pass rules	22
Pass and record forms	22
FORMS.	
1. Annual or term pass (for passage only)	25
2. Annual or term pass (for accommodations, meals, etc., but not including passage)	25
3. Annual or term pass (for passage, including meals, berths, or other accommodations)	26
4. Trip pass (for passage only)	27
5. Trip pass (for accommodations, meals, etc., but not including passage)	28
6. Trip pass (for passage, including meals, berths, or other accommodations)	29
7. Commuter pass	30
8. Telegraph pass	31
9. Record of pass stock received and distributed	31
10. Record of annual and term passes issued—Book record	32
11. Record of annual and term passes issued—Card record	32
12. Record of telegraph passes issued	33
13. Record of free tickets issued	33
14. Request from carriers' officers and employees for passes (passage only)	34
15. Request from carriers' officers and employees for passes (passage and accommodations, or accommodations only)	35
16. Request on another carrier for trip passes	36
17. Request on another carrier for annual or term passes	37
18. Conductor's report of passes honored (steam roads and electric railways)	38
19. Conductor's report of passes honored (sleeping and parlor car accommodations)	38
20. Purser's report of passes honored (carriers by water)	39
21. Purser's report of passes honored (carriers by water)	40
22. Acknowledgment of passes issued without written request	41
23. Nctification of passes issued without written request	42

ORDER.

At a General Session of the INTERSTATE COMMERCE COMMISSION, held at its office in Washington, D. C., on the 8th day of July, A. D. 1916.

The subject of a uniform system for the issuing and recording of passes to be prescribed for carriers being under consideration, the following order was entered:

It is ordered, That the following Regulations to Govern the Forms and Recording of Passes, Issue of 1917, be, and the same are hereby, approved; that a copy thereof duly authenticated by the Secretary of the Commission be filed in its archives, and a second copy thereof, in like manner authenticated, in the office of the Division of Carriers' Accounts; and that each of the said copies so authenticated and filed shall be deemed an original record thereof.

It is further ordered, That the said Regulations be, and are hereby, prescribed for the use of carriers by rail (including electric railways), carriers by water, and sleeping car companies, subject to the provisions of the amended act to regulate commerce in the issuing and recording of passes; that each and every such carrier and each and every receiver or operating trustee of any such carrier be required to issue all passes and keep all pass records in conformity therewith; and that a copy of the said Regulations be sent to each and every such carrier and to each and every receiver or operating trustee of any such carrier.

It is further ordered, That the said Regulations are, and by virtue of this order do become, the lawful rules according to which all passes are to be issued and all pass records are to be kept; that each and every person directly in charge of the free transportation of any such carrier or of any receiver or operating trustee of any such carrier is hereby required to see to, and under the law is responsible for, the correct application of the said regulations in the issuing and recording of passes; and that it shall be unlawful for any such carrier or for any receiver or operating trustee of any such carrier, or for any person directly in charge of the free transportation of any such carrier or of any receiver or operating trustee of any such carrier, to issue any passes or to keep any pass records except in the manner and form in the said Regulations set forth and hereby prescribed, and except as hereinafter authorized.

It is further ordered, That any such carrier or any receiver or operating trustee of any such carrier may adopt additional record forms: *Provided, however,* That a list of such additional record forms, showing their use and their purpose, be first filed in the office of the Division of Carriers' Accounts, subject to disapproval by the Commission.

It is further ordered, That the said Regulations to Govern the Forms and Recording of Passes, Issue of 1917, shall become effective on January 1, 1917, and that this order shall supersede and cancel the orders of June 8, 1911, March 11, 1912, May 6, 1912, and June 28, 1915, in the matter of regulations to govern the issuing and recording of passes of steam roads.

By the Commission.

[SEAL.] GEORGE B. MCGINTY,
Secretary.

REGULATIONS TO GOVERN THE FORMS AND RECORDING OF PASSES.

These regulations apply to all carriers of classes designated in the order whether passes are issued or are honored for transportation wholly within one state or otherwise, and whether the operated mileage or termini of any such carrier be located entirely within the limits of one state or otherwise.

Nonrevenue passenger service.

1. All nonrevenue passenger service, whether transportation, meals, or sleeping, parlor, or other accommodations, except as provided in paragraphs 39 and 42 to 51, inclusive, furnished by steam roads, electric railways, carriers by water, and sleeping car companies, subject to these regulations, shall be covered by passes as hereinafter prescribed.

General classes of passes.

2. Passes issued shall consist of not more than eight general classes, viz:

1. Annual or term passes for passage only.
2. Annual or term passes for meals and sleeping, parlor, and other accommodations, but not including passage.
3. Annual or term passes for passage, including meals and sleeping, parlor, and other accommodations.
4. Trip passes for passage only.
5. Trip passes for meals and sleeping, parlor, and other accommodations, but not including passage.
6. Trip passes for passage, including meals and sleeping, parlor, and other accommodations.
7. Commuter passes.
8. Telegraph passes.

(*a*) *Annual* passes are those good until the end of the calendar year without restriction as to the number of trips.

Term passes are those good for a specified period of time less than a year and without restriction as to the number of trips.

Trip passes are those good for a specified period of time and restricted to a single trip or to one round trip.

Commuter passes are those good for a specified period of time and restricted as to the number of trips. This form of pass need not be confined to suburban territory, but may be issued over any portion of a carrier's line.

Telegraph passes are those issued upon telegraphic or telephonic authority and restricted to a trip in one direction within a specified period of time.

(*b*) Carriers are at liberty to enlarge this classification of pass forms, provided it is done by subdividing any of the general classes, and provided further, that the record of pass stock received and distributed shows the distinctive features of pass forms so subdivided. (See par. 12.) It is not desired that carriers file with the Commission samples of their passes.

(*c*) If the number of passes to be issued for meals and sleeping, parlor, and other accommodations, including passage, is relatively small, carriers are permitted to indorse a pass of any class prepared for passage only so as to include such accommodations as are to be furnished. (See par. 54.)

Officers issuing and requesting passes.

3. Each carrier shall file with the Commission, on or before January 1 of each year: (*a*) A list of the names and titles of officers in whom is reposed the authority for the issuance of passes and over whose signatures passes will be issued, and (*b*) a list of the names and titles of officers having the authority to request passes of other carriers. (See par. 5.) Any changes in these lists in the course of the year must be reported promptly.

4. The names and titles of persons authorized to countersign passes and requests for passes need not be filed with the Commission.

5. Requests for passes for or on account of officers or employees of traffic associations, fast freight lines, demurrage and car-service bureaus, weighing and inspection bureaus, and other joint agencies maintained by or on behalf of carriers subject to these regulations, for transportation over the lines which are members of such associations may be made direct on such lines in the same manner as provided for requests for passes for or on account of a carrier's own officers or employees. (See par. 27.) Requests for passes over lines other than member lines must be made in one of the three following methods:

(*a*) Requests may be made over the signature of an officer of a member line if such officer's name has been filed with the Commission by such member line in compliance with paragraph 3 (*b*), with the counter signature of an officer or employee of the association.

(*b*) Requests may be made over the signature of an officer of the association if such officer's name has been filed with the Commission by one or more of the member lines in accordance with paragraph 3 (*b*) as having authority to request passes on account of the association.

(*c*) Requests may be made over the signatures of officers of the association if such officers' names have been filed with the Commission in accordance with paragraph 3 (*b*) by the chief officer of the association, provided such chief officer has been delegated authority to so act by the member lines.

Signatures of issuing officers.

6. Each pass (except a telegraph pass) must bear either the autograph or the facsimile signature of one of the officers named in the list referred to in clause (*a*) in paragaph 3.

7. Each pass bearing facsimile signature must be countersigned with ink, except as provided in paragraph 13, by an officer or responsible subordinate, who must be designated on the pass.

Pass stock.

8. The ordering of all pass stock must be confined to requisitions made by a single designated officer and delivery of the entire stock must be made to him. All vouchers or bills covering the cost of pass stock shall be approved by the officer making requisition therefor before they are carried through the accounts for payment. Unissued pass stock must be filed in such manner as to be accessible and convenient for examination.

Numbering passes.

9. All passes (except telegraph passes issued on telegraph blanks) shall be consecutively numbered before or immediately upon receipt from the printer or stationer. No two passes of the same general class shall bear the same number without an indicative letter prefixed or affixed. Unless all passes are numbered in one series, each general class adopted shall constitute a series of numbers and each subdivision of any general class adopted shall constitute a series of numbers with an indicative letter prefixed or affixed.

10. If a separate stock of passes is provided for each year the numbering must begin with 0 or 1 at the beginning of the year. If the same stock is used for two or more years the numbers may continue consecutively from year to year, commencing with 0 or 1 when desired, but not oftener than once in each calendar year.

11. If adherence to these rules would result in passes carrying numbers consisting of more than five figures, a new series of numbers beginning with 0 or 1 with a letter prefixed may be adopted, provided the letter so prefixed does not occur on any other class of passes.

Record of pass stock received and distributed.

12. A record of pass stock received and distributed must be kept by the officer ordering the pass stock. (See Form 9.) Each of the different forms and series of passes received must be entered on separate sheets or pages and must be recorded and distributed in numerical order. This record must show the form of pass, also the distinctive features of any pass prepared as a subdivision of any of the general classes as provided in paragraph 2(*b*). On the debit side of the record must be entered the entire pass stock received. On the

credit side must be entered all pass stock distributed among other officers or countersigning subordinates, all stock assigned to the officer ordering the stock and issuable by him, and all pass stock destroyed. (For the periods of retention see regulations to govern the destruction of records.)

Preparation of passes.

13. All passes must be filled out with a durable ink, either with pen or typewriter, or by printing, except that in case of emergency a trip pass may be filled out and countersigned by the use of indelible pencil.

14. Each pass issued must bear upon its face the name of the person to be accorded free transportation, who must be of a class named in section 1 of the act to regulate commerce as eligible to receive free transportation.

15. A pass may include, in addition to the person named thereon, a specified number of unnamed persons of any class eligible to receive free transportation, the number and the class to which such persons belong being specified upon the pass; e. g.,

Pass John Smith, car, and five officers and employees.
Account President, officers, and employees X. Y. & Z. Ry.
Pass John Smith and six employees.
Account Section foreman and laborers X. Y. & Z. Ry.
Pass One extra messenger when presented with letter signed by superintendent of Eastern Express Co. authorizing use and giving name of person to be passed.
Account Messenger, Eastern Express Co.

A pass for "John Smith and three children" is not a sufficient compliance with the provisions of this paragraph; it must be made so that the representation that they are the children of the person named shall affirmatively appear; e. g.,

Pass John Smith, one son, and two daughters.
Account Brakeman, X. Y. & Z. Ry.

16. The name of the person presenting the pass must appear upon it unless it be prepared similar to the third example of paragraph 15, and presented with letter authorizing use and giving name of person to be passed. Passes issued for the transportation of more than one person so as to be used by such persons separately must name the person actually using the pass. For instance, a pass to be used by John Smith and his daughter, separately, or a pass to be used by William Brown and one brakeman, separately, should read:

Pass John Smith and Miss Mary Smith.
Pass John Smith and daughter Mary.
Pass William Brown and Edgar Moore.

A pass issued to "John Smith and wife" or to "Mr. and Mrs. John Smith" is construed as if having the name of the wife appearing upon it and may be used by her in the absence of her husband.

17. Each pass must show, in accordance with the following, on what account it is issued:

(*a*) A pass for an officer or employee of the carrier issuing the pass must show the title or occupation of the person to whom it is issued, e. g.,

Pass John Smith.
Account Brakeman.

(*b*) A pass for a member of the family of an officer or employee of the carrier issuing the pass must show the name of such officer or employee, except as provided in paragraph 17 (*c*), his title or occupation, and the relationship of the person to whom it is issued, e. g.,

Pass Miss Mary Smith.
Account Daughter of John Smith, brakeman.

(*c*) A pass for the wife of an officer or employee of the carrier issuing the pass, which shows the husband's Christian name, may omit, after "Account," the name of such officer or employee, e. g.,

Pass Mrs. John Smith.
Account Wife of brakeman.

(*d*) A pass for an officer or employee of a carrier other than the carrier issuing the pass must show the title or occupation of the person to whom the pass is issued and the name of the carrier by which employed, e. g.,

Pass John Smith.
Account Brakeman, A. & B. R. R.

(*e*) A pass for a member of the family of an officer or employee of a carrier other than the carrier issuing the pass must show the name of such officer or employee, except as provided in paragraph 17 (*f*), his title or occupation, the relationship of the person to whom the pass is issued, and the name of the carrier by which employed, e. g.,

Pass Miss Mary Smith.
Account Daughter of John Smith, brakeman, A. & B. R. R.

(*f*) A pass for the wife of an officer or employee of a carrier other than the carrier issuing the pass, which shows the husband's Christian name, may omit, after "Account," the name of such officer or employee, e. g.,

Pass Mrs. George Brown.
Account Wife of clerk, A. & B. R. R.

(*g*) Every pass issued to a person other than an officer or employee of a common carrier or members of their families must state in the space provided for "Account" the reason for the issuance of the pass, e. g.,

Pass Mrs. Sarah Jones.
Account Charity.
Pass Mr. Henry Brown.
Account Traveling secretary, R. R. Y. M. C. A.

18. Every pass issued upon which meals, or sleeping, parlor, or other accommodations are to be furnished free must indicate the character of the accommodations to be furnished thereon, e. g.,

(*a*) When pass does not include passage (see Forms 2 and 5):

To occupy one stateroom.
To meals and berth.

(*b*) When pass includes passage and accommodations (see Forms 3 and 6):

Including parlor room.
Including meals and berth.

19. The territory in which or the points between which a pass will be honored must be shown upon it, e. g.,

From ——— to ———.
Between ——— and ———.
Over entire system.

20. The period of time for which a pass will be accepted for transportation must be indicated upon it, e. g.,

Until ———.
Good for one trip only until ———.
Expires ———.
If used within ——— days.

Requests for passes.

21. Passes shall be issued only upon written requests, or telegraphic requests confirmed by written requests, except as provided in paragraphs 23 and 24, and in accordance with the forms hereinafter prescribed as applicable.

22. All the information required to be shown on passes issued, as prescribed in paragraphs 14 to 20, inclusive, must be indicated on requests for passes. In addition to such information requests must furnish information in accordance with the following:

(*a*) The address of the person for whom the pass is requested.

(*b*) If request be made for a pass for or on account of an officer or employee of a carrier other than the carrier by which such pass may be issued, it must contain a statement that the person for whom the pass is requested is not prohibited by law from receiving free transportation. (Forms 16 and 17.)

(*c*) If request be made for a pass for a person other than an officer or employee, or the member of the family of an officer or employee, of a common carrier the request must give evidence, clearly set forth, or be accompanied by papers, showing the legality of the issuance of the pass requested. No form is prescribed for requests of this character.

23. Written requests for passes may be dispensed with in the following cases, provided the records of passes issued show the full information required, and in addition state upon whose authority the passes were issued and the reasons for dispensing with written requests:

(*a*) For passes issued to employees engaged in the office in which the passes are actually prepared.

(*b*) For passes sent to employees attached to the office in which the passes are actually prepared but temporarily located at other points to travel upon instructions from such office.

(*c*) In cases of emergency requiring immediate use of pass and when there is insufficient time to procure written requests before issuance.

24. Carriers may, at their option, permit their principal officers to furnish passes to officers and employees, and to the members of families of officers and employees, of other carriers subject to these regulations, who are not prohibited by law from using free transportation, without requiring written requests, provided:

(*a*) That acknowledgments, in accordance with Form 22 hereinafter prescribed, be secured from the persons to whom or on whose account the passes are issued, or from an officer whose name has been filed with the Commission, in compliance with paragraph 3 (*b*), of the carrier on whose account the passes are issued; and provided further,

(*b*) That notices, in accordance with Form 23 hereinafter prescribed, be given the carriers on whose account the passes are issued through the officers of such carriers ordinarily authorized to issue requests on other carriers for passes (see par. 68); and provided further,

(*c*) That the records of the issuing carriers show upon whose authority the passes are issued.

Carriers should be prepared to furnish the Commission, when so required, a full report of passes issued without written requests under the provisions of this section.

25. Notices to other carriers advising of the issuance of passes without written requests must be made in duplicate, or legible impression copies must be taken of them, and the duplicates or impression copies must be retained by the issuing carrier.

26. Requests for passes, also acknowledgments received and copies of notices retained for passes issued without requests, must be filed in the office in which are filed records of annual or term passes or the stubs of carbon copies of trip passes, and in such manner as to be accessible and convenient for examination. The number of the passes issued must be noted upon the faces of the requests.

Signatures on requests for passes.

27. Requests for passes for or on account of a carrier's own officers or employees must be made over the signature of the person to whom or on whose account the passes may be issued or by a superior or ranking officer or employee. (See par. 5 regarding joint agencies, etc.)

28. Requests for passes for or on account of officers or employees of a carrier subject to these regulations, other than the carrier issuing the pass, must be over either the autograph or facsimile signature of one of the officers named in the list referred to in clause (*b*) paragraph 3. In case the facsimile signature is used, the request must be countersigned with ink by an officer or responsible subordinate, who must be designated thereon. (See par. 5 regarding joint agencies, etc.)

29. Requests for passes for any persons not covered by paragraphs 27 or 28 must be made over the signatures of the persons making such requests.

Signatures of users of passes.

30. All passes must bear the signatures of the users, preferably in ink. On the back of each pass, other than a telegraph pass issued on a telegraph blank, must appear a statement that the holder is not prohibited by law from receiving free transportation, and that the pass will be lawfully used. This statement may be shown among other conditions, if any, and must be subscribed to by the holder.

31. A pass issued for a number of persons, but naming only one person, such as—

> John Smith, section foreman, and six employees of X. Y. & Z. Ry.
> George Jones and two daughters,

need be signed only by the person whose name appears on the pass.

32. A pass issued for a number of persons, the names of all appearing on the pass, such as—

> William Brown and Edgar Moore, brakemen,

must be signed by the users, whether the pass is used by one or by more than one of the persons named thereon; except that such pass when issued to the members of a family need be signed only by one of the persons using it.

33. A pass issued for a person without giving the name, such as—

> Pass one extra messenger when presented with letter, etc.,

need not be signed by the user. The letter or identification form which accompanies the pass must be indorsed by the user and collected and filed with collected trip passes.

Telegraph passes.

34. Telegraph passes may be issued in cases of emergency only and shall be confined to one-way passage. The issuance of telegraph passes shall be over the name of one of the officers named in the list referred to in clause (*a*) in paragraph 3 or that of one of the countersigning officers referred to in paragraph 7, and only within the territory over which such officers have authority to issue annual, term, or trip passes.

35. Telegraph passes must be issued either on telegraph blanks in accordance with Form 8 or on a special printed form of telegraph pass, showing the same data as required on Form 8 but similar in form to trip passes.

36. Copies of telegraph passes and of the telegrams authorizing issuance of printed forms of telegraph passes must be made by the issuing officer and filed with the stubs or carbon copies of trip passes.

37. If, after a telegraph pass is used, a trip pass is substituted therefor, the former should be filed with requests for trip passes as the authority for issuing the latter.

38. Except as provided in the preceding paragraph, used telegraph passes must be filed with used trip passes.

Tickets in lieu of passes.

39. Detectives and others engaged in similar work and, in cases of emergency, employees and others entitled to free transportation, may be furnished with regular passenger tickets or may be permitted to purchase tickets and have the amounts paid therefor afterwards refunded. In such cases the ticket agent's report of the tickets "without value," or the vouchers refunding the amounts paid for the tickets, must be supported by the authority of one of the officers named in the list referred to in clause (*a*) in paragraph 3. Applications for refunds of fares paid or the authorities for such refunds must show the same information as is required to be shown on the requests for passes referred to in paragraph 22. When detectives and others engaged in similar work are known by number only and it is desired that their names shall not appear in the records, the numbers may be substituted for the names on the authorities referred to above. Carriers must be prepared to furnish adequate evidence that the persons so designated were actually engaged in the service shown on the authorities.

40. The use of a special form of free ticket according to the holder certain privileges or accommodations, such as meals, staterooms, berths, or the use of limited trains, is prohibited. If such form is desired it must be issued either in regular pass form or as a subdivision of one of the general classes as provided for in paragraph 2 (*b*).

43482°—16——3

Record of free tickets issued.

41. A complete record of all tickets issued in lieu of passes, including tickets for which the fares have been refunded as well as those issued free, must be maintained by carriers and filed in the office of the officer authorizing such issuance or refund. This record must show the date; form and number of ticket; stations from and to; name and address or other designation of person to whom issued; account of issuance (in accordance with par. 17); amount of fare; and name of officer authorizing the issuance of free ticket or refund of fare paid. (See Form 13.)

Free transportation without passes.

42. At the option of carriers, the following designated persons may be given passage, meals and sleeping, parlor, or other accommodations without passes, when in the actual performance of their duties:

Crews of trains, cars, and vessels.
Sleeping car, parlor car, and dining car employees.
Express messengers.
Baggage agents.
Newsboys on trains.

43. In cases of wrecks, epidemics, or other calamitous visitations, persons not prohibited by law from receiving free transportation may be accorded such transportation without passes. In such cases a general statement of the facts must be made by conductors or pursers and filed with reports of passes honored.

44. Passes need not be issued to a carrier's own employees for necessary travel in the performance of their duties in the transportation, maintenance, or construction work of the carrier requiring the movement of employees between points on its line of road, or for travel to and from such duties; provided that in lieu of passes such employees be supplied with checks, uniforms, badges, or other evidence which will establish their identity as bona fide employees entitled to receive passes; and provided further that instructions to recognize the particular means of identification which the carrier adopts be issued to conductors and ticket collectors and included in the carrier's general rules and instructions governing the issuance and use of passes referred to in paragraph 85.

45. Carriers are not required to issue passes for the free transportation wholly within any one municipality of their employees and others not prohibited by law from receiving free transportation; provided that persons so transported are distinguishable by badges, cap emblems, or uniforms indicative of their service.

United States Post Office Department commissions.

46. Commissions issued by the United States Post Office Department may be accepted for the passage of officers and employees of that department when traveling on official business. (See par. 74.)

Transportation of caretakers.

47. Pass forms must not be used for the transportation of caretakers of property. The transportation of caretakers is regarded as revenue transportation, the cost of which is included in the rates covering the charges on shipments for which caretakers are allowed.

48. Caretakers in actual charge of shipments of live stock, poultry, milk, or fruit, and traveling on trains or vessels with such shipments, shall be furnished with no other evidences of their rights to transportation than are contained in shipping contracts, or in identification papers to be used in connection with notations on waybills. If caretakers are permitted under the provisions of tariffs to travel on passenger trains immediately preceding or following shipments, they must be furnished with a form of caretaker's ticket, which must give full waybilling reference and conform to published tariff provisions.

49. If a caretaker's return passage is furnished under the terms of the shipping contract, it shall be provided for either by having the shipping contract executed at destination for return, or by having it lifted and a caretaker's return ticket issued, which must conform to published tariff provisions and show (*a*) the waybill or the shipping contract reference or (*b*) the initials and numbers of the cars, or the name of vessel, the shipping point, and the destination named in the contract.

50. In case shipments of milk are handled on tickets instead of waybills, caretakers' tickets must give full references to dates and numbers of the trains, or names of vessels, on which the shipments move.

51. All collected caretakers' tickets, shipping contracts, and identification papers on which caretakers are carried must be checked against the waybills or waybill records and filed in such manner as to be accessible and convenient for examination.

Extension of time limit of passes.

52. The time limit of a pass may be extended by an indorsement thereon, provided that appropriate record is maintained showing the final limit of passes so indorsed.

53. The time limit of outstanding annual or term passes may be extended, without indorsement, by the issuance of a general notice to that effect. If this is done, a copy of the notice shall be filed with the Commission and a copy shall be filed in the office in which are kept the records of the issuance of passes so extended and shall become a part of the records of passes issued.

Records of passes issued.

54. A complete record of each pass issued must be kept by carriers subject to these regulations. This record must supply information as indicated by the headings on the forms hereinafter prescribed

appropriate for the class of pass to be recorded, and such information must correspond with that appearing on the pass and request. In space provided for "Accommodations, etc.," on the record of annual and term passes issued must be shown all accommodations and services included on pass other than passage, such as drawing room, stateroom, berth, or meals. If passes, prepared for passage only, are indorsed as permitted in paragraph 2 (*c*) to include accommodations in addition to passage, similar indorsement must be made in the record of passes issued; if made on annual or term passes, it must appear in space for "Accommodations, etc.," on Form 10 or 11; if on trip passes, it must also appear on the stub or carbon copy of pass so indorsed.

55. Annual and term passes issued must be recorded on sheets or cards prepared similar to Forms 10 or 11.

56. If Form 10 is adopted, the passes must be entered either in numerical order or in alphabetical order according to the surnames of the persons to whom the passes are issued. When passes are entered in numerical order, an alphabetical index by names shall be maintained; when entered in alphabetical order, a numerical index showing name shall be maintained.

57. If Form 11 is adopted, the cards must be filed either in numerical order or in alphabetical order according to the surnames of the persons to whom the passes are issued. When cards are filed in numerical order, an alphabetical index by names shall be maintained; when filed in alphabetical order, a numerical index showing name shall be maintained. In lieu of the index required in this paragraph, if desired, records on this form may be made in duplicate with one set of cards filed in numerical order and the other set filed in alphabetical order according to the surnames of the persons to whom the passes are issued.

58. The numerical records or indexes referred to in paragraphs 56 and 57 must be kept separately by forms and series of passes; the alphabetical records or indexes may be kept either by forms and series of passes or in one complete alphabetical list for the entire issue.

59. Carriers may, if it is desired, keep an additional record of passes issued entered by departments, carriers, or otherwise, on Forms 10 or 11, but such additional record shall not substitute the complete alphabetical or numerical record or index required in paragraphs 56 and 57.

60. When the numbers of passes issued are shown in strict numerical order on requests received for annual and term passes, such requests may constitute the numerical index required in paragraphs 56 and 57, provided that any numerical index so maintained shall

be complete and shall contain not more than one series of numbers nor more than one form of pass.

61. The record of trip passes issued shall be kept on the stubs or carbon copies of trip passes. Full information must be shown on the stub or carbon copy of each trip pass, as provided on Forms 4, 5, and 6, and this information must conform to the data on the pass and coupon.

62. The record of commuter passes shall be kept on Form 10 or Form 11, if issued in card or book form, or on the stubs, if issued in coupon form with stub. These records must be maintained in the same manner as is provided for annual, term, or trip passes.

63. The record of telegraph passes issued on telegraph blanks shall be kept on Form 12. Such passes may be entered (*a*) in chronological order, (*b*) in alphabetical order according to surnames of persons to whom passes were issued, or (*c*) under departments, carriers, etc.

64. The record of telegraph passes issued on printed forms similar to trip passes shall be kept either on Form 12 or upon the stubs, if issued with stubs. In either event the full information required on Form 12 shall be shown.

65. If a pass is canceled, returned, or lost, the fact must be stated on the record, with the date of cancellation, return, or loss entered.

66. The records of passes issued must be filed in such manner as to be accessible and convenient for examination.

Records of requests on other carriers for passes.

67. Requests on other carriers for passes must be made in duplicate, or legible impression copies must be taken of them, and the duplicates or impression copies must be retained by the requesting carrier and filed in such manner as to be accessible and convenient for examination. When a pass is received, its number must be noted on the duplicate or impression copy of the request.

68. Notices received from other carriers advising of the issuance of passes under the provisions of paragraph 24 shall be filed in the office in which are filed copies of requests on other carriers for passes.

Joint passes.

69. A pass issued jointly by two or more carriers must show, in space provided for "Name of carrier," the names of each of the carriers concerned in such pass, and must also bear the autograph or facsimile signature of an officer named in the list referred to in clause (*a*) in paragraph 3, of each of the carriers interested. If all the signatures of such officers are facsimile signatures, the pass must be countersigned with ink by an officer or responsible subordinate of one of the carriers interested, who must be designated on the face of the pass.

70. If arrangements are made to accept or honor passes issued by other carriers over certain portions of a carrier's lines, such arrangements must be embodied in the pass rules and regulations referred to in paragraph 85, or a statement of the arrangements must be filed with the Commission.

Filing passes.

71. All passes collected and passes spoiled or returned must be filed in such manner as to be readily accessible and convenient for examination.

Reports of passes honored.

72. Reports, showing the use of passes, shall be made in accordance with the provisions of paragraphs 75 to 84, inclusive.

73. Travel performed on transportation certificates or similar authorities issued in accordance with the laws of a State which require designated officers to be accorded free transportation while on journeys entirely within the limits of such State, must be reported in the same manner as travel performed on annual or term passes.

74. Travel performed on commissions issued by the United States Post Office Department must be shown on conductor's or purser's report of passes honored, except when the holder is actually engaged in handling mail on the train or vessel.

Reports of passes honored—Carriers by rail.

75. Conductors or ticket collectors of carriers by rail must make reports of annual and term passes honored for each run on blank similar to Form 18 hereinafter prescribed, or on identification slips, as provided in paragraph 77. If desired, such reports may be combined with reports of revenue passengers, provided the required information is shown. It is optional with carriers by rail whether or not this report shall cover (*a*) passes issued to the employees of the reporting carrier and members of their families, (*b*) passes honored in suburban territory, and (*c*) passes honored for transportation wholly within any one city, town, or municipality. By the term "employees," as here used, is meant the officers and employees devoting substantially all their time to the work or business of the carrier and regularly carried on its pay rolls. By "suburban territory," as here used, is meant the territory adjacent to large centers to and from which there is a regular commuter travel.

76. Trip passes collected on rail lines, except as covered in clause (*a*), (*b*), or (*c*) of paragraph 75, shall in all cases be indorsed or punched so as to indicate the dates and numbers of trains on which used, and in addition thereto:

(*a*) If a trip pass, except as covered in clause (*a*), (*b*), or (*c*) of paragraph 75, is honored for passage between stations other than those named on its face and is collected, the conductor or ticket collector shall indicate upon it by punch or indorsement the stations between which it actually is used.

(*b*) If a trip pass, except as covered in clause (*a*), (*b*), or (*c*) of paragraph 75, is honored for passage between stations other than those named on its face and is not collected, the conductor or ticket collector shall report the use of the pass on conductor's report, Form 18, or on identification slip, and in the same manner as provided for annual and term passes.

77. The use of identification slips and the form of such slips, if used, are left to the option of carriers by rail. If identification slips are used, and if they show the same information as required by conductor's report, Form 18, they may be substituted in lieu of the conductor's report.

78. Station numbers or letters instead of names may be used on conductors' reports and for indorsements on trip passes provided an official list of the symbols used is kept available for examination.

Reports of passes honored—Carriers by water.

79. Pursers or stewards of carriers by water must make reports of all passes honored and not collected for each trip on blank similar either to Form 20 or 21 hereinafter prescribed. If desired, Form 20 may be combined with the landing or identification check (as used in the collection of transportation at the time passengers disembark) and Form 21 may be combined with the reports of revenue passengers, provided the information required on Forms 20 and 21 is shown. It is optional with carriers by water whether or not these reports shall cover trip passes honored and collected.

80. A trip pass honored and collected, when not included in purser's report of passes honored, must be indorsed or punched by the ticket collector so as to indicate the date and name of vessel on which used, and the points between which used if other than those named on pass, and further, in the event that the pass includes sleeping or other accommodations, the stateroom or other accommodations furnished on the pass shall also be indicated by number or letter.

81. Where locked boxes are used in which ticket collectors deposit all collections as passengers disembark, reports of or indorsements on trip passes, as to date and name of vessel on which used, shall be made by either the ticket collector or by the employee whose duty it is to open and report the contents of such boxes.

82. It is optional with carriers by water whether or not reports shall be made covering passes honored over ferry lines when operated between points of close proximity.

Reports of passes honored—Sleeping and parlor car accommodations.

83. Conductors or ticket collectors of sleeping and parlor cars must make reports for each run of passes on which accommodations have been furnished, on blanks similar to Form 19 hereinafter prescribed or on reports prepared in columnar form, similar to Form 18, with headings to provide for the information required. If desired, Form 19 may be combined with reports of revenue passengers, provided the information required on Form 19 is shown. It is optional with carriers whether or not these reports shall cover trip passes honored and collected.

84. Trip passes collected and not included in conductors' reports of passes honored, must be indorsed or punched by the conductors or ticket collectors so as to indicate the dates on which used, the points between which used if other than those named on pass, the accommodations furnished thereon, the names or numbers of cars, and the route.

Carriers' pass rules.

85. Carriers must file with the Commission on or before January 1, 1917, copies of all their general rules and instructions then in effect governing the issuance and use of passes, if such have not been filed, and forward promptly copies of any subsequent rules and instructions. It is not intended, however, that carriers shall cause to be printed such rules or instructions for the specific purpose of filing them with the Commission.

Pass and record forms.

86. Passes must be issued and records kept substantially in accordance with the forms hereinafter prescribed. Except as provided for elsewhere in these regulations the forms indicate the nature of the information required and the order in which it shall appear. If, however, there is insufficient space on the face of any pass to show all the information required, reference may be made to the back of pass, where it shall be shown.

87. The dimensions of the forms contained in these regulations are not prescribed; however, in order to facilitate the filing of records it is recommended that Forms 16, 17, and 23 be prepared on paper 8 by 10½ inches.

88. Carriers may include any additional matter in the pass forms or record forms, but such additional matter must not be permitted to impair the information required in the prescribed forms or to affect the order in which it is given. The matter printed in italic type in the prescribed forms is not intended to be a part of the forms but merely to indicate the nature of the information required.

89. Carriers may adopt additional record forms, but must file with the Commission a list of such forms, showing their use and their purpose, as provided in the Order on page 6.

90. For a special or unusual occasion—such as a convention of an association of railway employees, to attend which its members would use the lines of two or more carriers—when compliance with the foregoing regulations would be needlessly burdensome to the carriers concerned, consideration will be given by the Commission to an application from the initial carrier, made after an agreement with the other carrier or carriers over whose lines it is proposed to issue free transportation, for authority to issue a special form of pass, bearing coupons for the several carriers over whose lines the pass is to be effective.

Form 1.

ANNUAL OR TERM PASS.

FOR PASSAGE ONLY.

1917. (*Name of carrier.*) No. .....

Pass[1].....

Account[2].....

.....

Between[3].....

Until[4]......, 19....{Unless otherwise ordered and subject to conditions on back.

Valid when countersigned by.....

.....

(*Name and official title.*)

Countersigned by

.....

Form 2.

ANNUAL OR TERM PASS.

FOR ACCOMMODATIONS, MEALS, ETC., BUT NOT INCLUDING PASSAGE.

1917. (*Name of carrier.*) No. .....

This pass entitles[1].....

Account[2].....

.....

To occupy[5].....

Between[3].....

Until[4]......, 19....{Unless otherwise ordered and subject to conditions on back.

Valid when countersigned by.....

.....

(*Name and official title.*)

Countersigned by

.....

See notes relating to Forms 1 and 2 on page 26.

[1] See paragraphs 14, 15, and 16.
[2] See paragraph 17.
[3] See paragraph 19.
[4] See paragraph 20.
[5] See paragraph 18.

Form 3.

ANNUAL OR TERM PASS.

FOR PASSAGE, INCLUDING MEALS, BERTHS, OR OTHER ACCOMMODATIONS.

1917. (*Name of carrier.*) No. .....

Pass[1] .....

Account[2] .....

.....

Between[3] .....

Including[5] .....

Until[4] ....., 19.... { Unless otherwise ordered and subject to conditions on back.

Valid when countersigned by .....

.....
(*Name and official title.*)

Countersigned by

.....

[1] See paragraphs 14, 15, and 16.
[2] See paragraph 17.
[3] See paragraph 19.
[4] See paragraph 20.
[5] See paragraph 18.

NOTES RELATING TO FORMS 1, 2, AND 3:

For annual or term passes to be issued for travel over the entire line or certain portions thereof, the word "between" may be omitted, and in the space provided may be printed "Over entire system," "Over all lines," "Over Eastern Division," etc.

If annual or term passes are to be issued over the autograph signature of an officer, the provision for countersignature may be omitted from such passes.

NOTE RELATING TO FORM 2:

Passes to include meals or accommodations, other than passage, in addition to sleeping or parlor accommodations may be printed "To" instead of "To occupy," so that a pass as issued may read, "To meals and stateroom."

NOTE RELATING TO FORM 3:

Passes may be printed to read "Including meals and berth" or to indicate such other accommodations as are to be included with passage.

Form 4.

TRIP PASS.

FOR PASSAGE ONLY.

(*Name of carrier.*)	(*Name of carrier.*)	(*Name of carrier.*)
No.	No.	No. .....
TRIP PASS STUB.	TRIP PASS.	TRIP PASS.
....., 19..	Pass[1]	(Subject to conditions on back.)
Pass[1]	Account[2]	....., 19..
Account[2]	.....	Pass[1] .....
.....	From[3]	Account[2] .....
From[3]	To[3]	.....
To[3]	Void if detached.	From[3] ..... to[3] .....
And return.	Issued by	Good for one trip only until[4] ...
		....., 19..
Address		Valid when countersigned by
Expires[4]		.....
Requested by		..... (*Facsimile signature.*)
Issued by		..... (*Official title.*)
		Countersigned by
		.....

See notes relating to this form on page 29.

[1] See paragraphs 14, 15, and 16.
[2] See paragraph 17.
[3] See paragraph 19.
[4] See paragraph 20.

Form 5.

TRIP PASS.

FOR ACCOMMODATIONS, MEALS, ETC., BUT NOT INCLUDING PASSAGE.

(*Name of carrier.*)	(*Name of carrier.*)	(*Name of carrier.*)
No.	No.	No. .....
TRIP PASS STUB.	TRIP PASS.	TRIP PASS.
....., 19..	This pass entitles[1]	(Subject to conditions on back.)
Pass entitling[1]	Account[2]	....., 19..
Account[2]	.....	This pass entitles[1] .....
.....	To occupy[5]	Account[2] .....
To occupy[5]	From[3]	.....
From[3]	To[3]	To occupy[5] .....
To[3]	Void if detached.	From[3] ..... to[3] .....
And return.	Issued by	Expires[4] ....., 19..
Address		Valid when countersigned by
Expires[4]		.....
Requested by		..... (*Facsimile signature.*)
Issued by		..... (*Official title.*)
		Countersigned by
		.....

See notes relating to this form on page 29.

[1] See paragraphs 14, 15, and 16.
[2] See paragraph 17.
[3] See paragraph 19.
[4] See paragraph 20.
[5] See paragraph 18.

Form 6.

TRIP PASS.

FOR PASSAGE, INCLUDING MEALS, BERTHS, OR OTHER ACCOMMODATIONS.

(*Name of carrier.*)	(*Name of carrier.*)	(*Name of carrier.*)
No.	No.	No. .....
TRIP PASS STUB.	TRIP PASS.	TRIP PASS.
....., 19..	Pass[1]	(Subject to conditions on back.)
Pass[1]	Account[2]	....., 19..
Account[2]	.....	Pass[1] .....
.....	From[3]	Account[2] .....
From[3]	To[3]	.....
To[3]	Including[5]	From[3] ..... to[3] .....
And return.	Void if detached.	Including[5] .....
Including[5]	Issued by	Good for one trip only until[4]
Address		....., 19..
Expires[4]		Valid when countersigned by
Requested by		.....
Issued by		..... (*Facsimile signature.*)
		..... (*Official title.*)
		Countersigned by
		.....

[1] See paragraphs 14, 15, and 16.
[2] See paragraph 17.
[3] See paragraph 19.
[4] See paragraph 20.
[5] See paragraph 18.

NOTES RELATING TO FORMS 4, 5, AND 6:

Trip passes may be provided with a second sheet for carbon copies in lieu of the pass stub. In such cases the carbon copies must be numbered to correspond with the passes, and must show the full information required on the stub.

The trip pass may so be prepared as to permit, by using carbon paper, the filling in of all information required on the stub, the going portion, and the return portion of the pass, by one writing. One coupon of such passes may read "To ..... from .....," instead of "From ..... to .....," as shown on forms 4, 5, and 6.

Trip passes may, if preferred, be limited by a system of dates along the margin, the limits to be indicated by punching or by tearing off dates later than that on which the pass expires.

NOTE RELATING TO FORM 5:

Passes to include meals or accommodations, other than passage, in addition to sleeping or parlor accommodations may be printed "To" instead of "To occupy," so that the pass as issued may read "To meals and stateroom."

NOTE RELATING TO FORM 6:

Passes may be printed to read "Including meals and berth" or to indicate such other accommodations as are to be included with passage.

Form 7.

COMMUTER PASS.

(*Name of carrier.*) No. .....

[1] ..... TRIP PASS.

Pass [2].....

Account [3].....

.....

Between [4].....

Until [5]....., 19... {Unless otherwise ordered and subject to conditions on back.

Valid when countersigned by.....

.....
(*Name and official title.*)

Countersigned by

.....

[1] See paragraph 2 (*a*) Commuter passes.
[2] See paragraphs 14, 15, and 16.
[3] See paragraph 17.
[4] See paragraph 19.
[5] See paragraph 20.

NOTES RELATING TO FORM 7:

Commuter passes may be issued either in coupon form, with a separate coupon for each ride, or in card form with numbers on the margin, one of which is to be punched for each ride. The card pass, or the last coupon or cover of book (if issued in coupon form), must contain the information indicated on this form.

Electric railways may provide coupons on this form, each of which represents an equivalent in free transportation of a specified amount of fare.

Form 8.

TELEGRAPH PASS.

(See paragraphs 34 to 38, inclusive.)

.....

.....

This telegram, when written in ink and countersigned by you, will pass [1].....

.....from [2]..... to [2].....

account [3].....if used within [4].....days.

.....
(*Name of issuing officer.*)

[1] See paragraphs 14, 15, and 16.
[2] See paragraph 19.
[3] See paragraph 17.
[4] See paragraph 20.

Form 9.

RECORD OF PASS STOCK RECEIVED AND DISTRIBUTED.

(See paragraph 12.)

DEBIT. Form..... CREDIT.

Stock received.				Stock distributed.					
Date.	Consecutive numbers.		Number.	Date.	Furnished to—		Consecutive numbers.		Number.
	Commencing.	Closing.			Name.	Title.	Commencing.	Closing.	

Form 10.

RECORD OF ANNUAL AND TERM PASSES ISSUED—BOOK RECORD.

(See paragraphs 54 to 66, inclusive.)

Form.....									
Date issued.	No.	To whom issued.			Accommodations, etc.	Territory.	Date of expiration.	Request of—	Remarks.
		Name.	Address.	Account.					

NOTE RELATING TO FORM 10:

Carriers issuing passes for passage only are not required to provide the space for "Accommodations, etc.," on Form 10.

Form 11.

RECORD OF ANNUAL AND TERM PASSES ISSUED—CARD RECORD.

(See paragraphs 54 to 66, inclusive.)

..... Form..... No.....

Name.....

Address.....

Account.....

Accommodations, etc.....

Territory.....

Date of expiration.....

Request of.....

Date issued.....

Remarks.....

NOTES RELATING TO FORM 11:

Carriers issuing passes for passage only are not required to provide the space for "Accommodations, etc.," on Form 11.

In order to facilitate the preparation of such passes and records as are prepared on paper thin enough to secure two legible carbon copies, the records and indexes of passes issued may be made in that manner. In such cases and by preparing record forms sufficiently longer than the pass forms, the information not required on the pass form may be shown at the right of the information which is required, viz: "Address" on the line with "Name"; "Request of" on the line with "Account"; "Date issued" on the line with "Territory"; and "Remarks" on the line with "Date of expiration."

Form 12.

RECORD OF TELEGRAPH PASSES ISSUED.

(See paragraphs 54 to 66, inclusive.)

Date issued.	To whom issued.			From—	To—	Issued by—	Remarks.
	Name.	Address.	Account.				

Form 13.

RECORD OF FREE TICKETS ISSUED.

(See paragraph 41.)

Ticket.			Station from—	Station to—	To whom issued.	Address.	Account.	Amount of fare.	Authorized by—	Remarks, file no., etc.
Date.	Form.	No.								

Form 14.

REQUEST FROM CARRIER'S OFFICERS AND EMPLOYEES FOR PASSES.

PASSAGE ONLY.

(See paragraphs 21 and 22.)

.....Company,

OFFICE OF.....,

....., 191..

.....

.....

.....

DEAR SIR: Please furnish pass for.....

.....

Address.....

Account of.....

From.....

To....., and return.

Limited to.....

(1).....
(Signature.)

.....
(Title or occupation.)

Approved.

.....

Pass No.[2]..... issued.

[1] See paragraph 27. [2] See paragraph 26.

NOTE RELATING TO FORM 14:
This form may be extended so as to cover two or more passes.

Form 15.

REQUEST FROM CARRIER'S OFFICERS AND EMPLOYEES FOR PASSES.

PASSAGE AND ACCOMMODATIONS, OR ACCOMMODATIONS ONLY.

(See paragraphs 21 and 22.)

.....Company,

OFFICE OF .....,

....., 191..

.....

.....

.....

DEAR SIR: Please furnish pass for.....

.....

Address.....

Account of.....

To occupy.....

From.....

To.....and return.

Including.....

Limited to.....

(1).....
(Signature.)

.....
(Title or occupation.)

Approved.

.....

Pass No.[2].....issued.

[1] See paragraph 27. [2] See paragraph 26.

NOTES RELATING TO FORM 15:
This form may be extended so as to cover two or more passes.
Requests for passes for passage and accommodations need not be provided with the space "To occupy" on Form 15. (See par. 18b.)
Requests for passes for accommodations only need not be provided with the space "Including" on Form 15. (See par. 18a.)

Form 16.

REQUEST ON ANOTHER CARRIER FOR TRIP PASSES.

(See paragraphs 21, 22, 67, and 87.)

.....Company,

OFFICE OF.....,

....., 191..

.....

.....

.....

DEAR SIR: Will you kindly favor me, on account of this company, with trip pass..for the following person.., who.....not prohibited by law from receiving free transportation: [1].....

.....

Name.....

Address.....

Account of.....

From.....to.....and return.

Limited to.....

This request shall be valid only when countersigned by myself or by.....

My name is on file with the Interstate Commerce Commission.

([2]) .....
(Facsimile signature of officer.)

.....
(Title.)

Countersigned by:

.....

Pass No.[3].....issued.

[1] On requests drawn on other carriers for accommodations, but not including passage, in this space must be shown the character of accommodations requested; as, "to occupy one berth." On requests for passes to include both passage and accommodations, in this space must be shown the character of accommodations and a statement that passage also is desired; as, "to occupy one stateroom in addition to passage."

[2] See paragraph 28.

[3] See paragraphs 26 and 67.

NOTES RELATING TO FORM 16:

The provision for countersignature on Form 16 is not required when such forms are to bear autograph signature.

This form may be extended so as to cover two or more passes.

Form 17.

REQUEST ON ANOTHER CARRIER FOR ANNUAL OR TERM PASSES.

(See paragraphs 21, 22, 67, and 87.)

.....Company,

OFFICE OF.....,

....., 191..

.....

.....

.....

DEAR SIR: Will you kindly favor me, on account of this company, with..... *(Annual or term.)*

pass....for.....over your line for the following person.., who..... *(Period or year.)*

not prohibited by law from receiving free transportation: [1].....

.....

Number of pass issued.[3]	Name.	Title or occupation.	Address.	Territory.	Remarks, etc.[3]

This request shall be valid only when countersigned by myself or by.....

My name is on file with the Interstate Commerce Commission.

([4]) .....
(Facsimile signature of officer.)

.....
(Title.)

Countersigned by:

.....

[1] On requests drawn on other carriers for accommodations, but not including passage, reference must be made in this space to the character of accommodations requested; as, "to occupy space as indicated below." On requests for passes to include both passage and accommodations in this space reference must be made to the character of the accommodations requested and a statement that passage also is desired; as, "to occupy space as indicated below in addition to passage."

[2] See paragraphs 26 and 67.

[3] In column headed "Remarks, etc.," shall be shown the character of any accommodations requested other than passage.

[4] See paragraph 28.

NOTE RELATING TO FORM 17:

The provision for countersignature on Form 17 is not required when such forms are to bear autograph signature.

Form 18.

CONDUCTOR'S REPORT OF PASSES HONORED.

STEAM ROADS AND ELECTRIC RAILWAYS.

(See paragraphs 75 to 78, inclusive.)

(*Name of carrier.*)

Train No..... Date.....

Train run, from.....to.....

.....
(*Conductor or other employee.*)

Punch. ☐

Form or kind of pass.	Pass No.	In favor of—	Honored on this train.		No. persons.	Remarks: Stop-offs, etc.
			From—	To—		

Form 19.

CONDUCTOR'S REPORT OF PASSES HONORED.

SLEEPING AND PARLOR CAR ACCOMMODATIONS.

(See paragraphs 83 and 84.)

(*Name of carrier.*)

Form or kind of pass..... No.....

Car..... Line.....

Accommodations [1].....

From.....

To.....

Date.....

In favor of.....

.....
(*Conductor or other employee.*)

[1] The drawing-room, section, berth, etc., furnished on pass shall be indicated by number or letter.

Form 20.

PURSER'S REPORT OF PASSES HONORED.

CARRIERS BY WATER.

(See paragraphs 79 to 82, inclusive.)

(*Name of carrier.*)

Date [1].....

Name of vessel [1].....

Sailing, from [2].....to [2].....

Pass honored on this trip } from.....to.....

Form or kind of pass.....

Pass number.....

In favor of.....

Number of persons.....

Accommodations, etc. [3].....

Remarks.....

.....
(*Purser or other employee.*)

[1] Date and name of vessel may be shown on back if dating stamp is used showing such information.

[2] Termini of run may be printed or stamped and the form prepared so as to read, "Between ..... and .....," providing direction of trip is shown, as northbound, eastbound, etc.

[3] Any accommodations included on pass, other than passage, must here be shown. The berths, staterooms, etc., furnished shall be indicated by number or letter.

Form 21.

PURSER'S REPORT OF PASSES HONORED.

CARRIERS BY WATER.

(See paragraphs 79 to 82, inclusive.)

(*Name of carrier.*)

Date.....

Name of vessel.....

Sailing from.....to.....

.....

(*Purser or other employee.*)

Accommodations, etc.	In favor of—	Form or kind of pass.	Pass No.	Honored on this trip.		Number of persons.	Remarks.
				From—	To—		
(1)							
(2)							

[1] The stateroom or berth number may be printed on the form and the required information entered opposite such number.

[2] Any accommodations included on pass, other than passage, must here be shown. The staterooms, berths, etc., furnished shall be indicated by number or letter.

Form 22.

ACKNOWLEDGMENT OF PASSES ISSUED WITHOUT WRITTEN REQUEST.

(See paragraph 24.)

Date.....

.....

.....

.....

Receipt is hereby acknowledged of

....

(*Name of carrier.*) (*Annual or term.*)

Pass No....., in favor of the following person.., who.....not prohibited by law from receiving free transportation:

Name.....

Address.....

Account of.....

Territory.....

Limited to.....

.....

NOTES RELATING TO FORM 22:

This form may be extended so as to cover two or more passes.

Forms 22 and 23 may be prepared so that the two forms and the necessary carbons may be made at one writing.

Form 23.

NOTIFICATION OF PASSES ISSUED WITHOUT WRITTEN REQUEST.

(See paragraphs 24, 25, and 87.)

Date.....

.....

.....

.....

Notice is hereby given of the issuance of

....
(*Name of carrier.*) (*Annual or term.*)

Pass No. ....., in favor of the following person.., who ..... furnished such transportation without written request from your company:

Name.....

Address.....

Account of.....

Territory.....

Limited to.....

.....
(*Name of officer issuing pass.*)

NOTES RELATING TO FORM 23:

This form may be extended so as to cover two or more passes.

Forms 22 and 23 may be prepared so that the two forms and the necessary carbons may be made at one writing.

MSH 03118

NEH

AUG 2 5 1994

END OF
TITLE